**HOW TO MANAGE YOUR TIME IN COLLEGE**

**Step 1**

**Buy a calendar with large squares for writing extensive notes about your daily obligations, including your job, class, and extracurricular activities. Keep a small organizer or notepad with you to write down items to add to your calendar at home or use your phone as an organizer. Always update this organizer since you will have it with you all the time.**

**Step 2**

**Read all class syllabi thoroughly at the start of the semester. Mark down the dates when assignments are due and exams are held for each course on your calendar.**

**Step 3**

**Determine which courses require a large amount of reading. Keep novels or other textbooks with you to read at work, on the bus or on breaks between classes.**

**Step 4**

**Make a list of any research projects or long term assignments you will be doing. Map out a study schedule on your calendar so you won’t be caught off guard when work it due. Put it on your calendar.**

**Step 5**

**Put all social, sports and club events on your calendar as soon as you find out about them. Make sure you update your phone or small organizer.**

**Step 6**

**Take into account long weekends and vacations and mark them on your calendar. Plan out which projects you will work on during these times.**

**Step 7**

**Allot time for exercise during the week as a way to relieve stress.**

**Step 8**

**Schedule time to spend relaxing or hanging out with friends or family. Schedule this time too.**